



JOB DESCRIPTION - Head of Biology

The holder of this post will manage the teaching and learning of Biology within the school in accordance with school and department policies and in pursuit of the highest standards of student achievement.

Objectives

- To raise standards of student achievement in Biology at KS4 and KS5
- To foster enthusiasm for the study of Biology by students
- To increase teachers' confidence and competence in teaching the subject

Key Responsibility Areas

1. Develop, implement and review programmes to promote the learning of Biology by:
 - overseeing the development of department schemes of work and teaching methods
 - monitoring the delivery of the Biology curriculum at KS4 and KS5 in accordance with changing National Curriculum requirements.
2. Monitor, report on and improve student performance in Biology by:
 - tracking and monitoring attainment standards of students and setting targets for performance at KS4 and KS5.
 - using tracking data to plan and implement effective intervention strategies
 - reviewing examination performance at KS4 and KS5 and contributing to the Science department's Annual Review Document.
3. Complete all necessary administration with regard to external Biology examinations to include:
 - overseeing the completion, marking and preparation of moderation samples for all Biology controlled assessment at KS4 and KS5.
 - liaising with the Head of Science and/or the Examinations Officer regarding the examination entries for Biology students at KS4 and KS5.
4. Secure and monitor resources to facilitate effective teaching for all students, to include:
 - liaising with the Head of Science with regard to the expenditure of department capitation
5. Support and develop colleagues within the department (and self) in order to enhance performance by:
 - promoting and providing professional development opportunities for colleagues
 - undertaking appropriate professional development to develop effectiveness as a Head of Subject
6. Contribute to whole-school development by:
 - liaising with the Head of Science to support the completion of the Science Department's LDP